


STEP-BY-STEP GUIDE TO FILING **UNEMPLOYMENT INSURANCE CLAIMS**



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This guide is not intended to take the place of the law, but to provide you with a general understanding of some of the requirements. This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

REGISTERING IN NETWORKS AND FILING AN INITIAL CLAIM

Before you register or file your claim, visit dol.nebraska.gov/UIBenefits to get information and answers to frequently asked questions.

You must register in NEworks - <https://neworks.nebraska.gov> - as part of the initial unemployment claim process. You will first complete a personal profile, an online resume, and finally, your initial claim for benefits. By law, registration is required in order to receive unemployment insurance benefits, even if you have a recall date with a particular employer or are a member of a union with a hiring hall. All claimants must register and complete an online resume.



Step 1: Go to the NEworks home page and click the “UNEMPLOYMENT” button.

Get Information

Unemployment benefits are paid from the Nebraska State Unemployment Fund. No deductions are taken from employees' paychecks. Eligibility requirements as defined in the Nebraska Employment Security Act include how to apply, qualify and receive benefits.

File or Manage a Claim

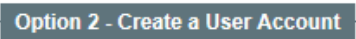
Prior to filing an unemployment insurance claim, you must register. When filing, make sure to provide accurate employment information regarding your eligibility and additional instructions will be made available online at dol.nebraska.gov.

Report Unemployment Insurance Fraud


Unemployment fraud is when anyone receives unemployment benefits while working full-time or returning to work full-time but continuing to receive unemployment benefits.

Step 2: On the next screen, choose “File or Manage a Claim.”

Step 3: You will then reach the sign-in page. If this is your first time visiting NEworks or you have not used the site for over one year, choose Option 2 – Create a User Account - Individual.



To become a NEworks user with access to our online services, select one of the following account types. If you are not sure about registering, visit the [Why Register?](#) page.

 [Individual](#) - Register as this account type if you are an individual and wish to search for the latest job openings, file or manage your unemployment claim, post a resumé online, find career guidance, search for training and education programs, find information on local employers, etc.

[Employer](#) - Register as this account type if you represent an employer and wish to post job openings online, search for candidates for your jobs, view local industry or labor market information, etc.

[Analyst](#) - Register as this account type if you are a labor market information or economic development professional looking to analyze area, occupation, and industry data over different geographical regions and time periods.

[Return to previous page](#)

If you are a recent, previous user of NEworks, go to Option 1 and log in with your user name and password. If you forgot your user name or password, click the link below the password field – “Retrieve User Name or Password.” Take note of your user name and password for future use.

Option 1 - Already Registered

User Name:

Password:

[Sign In](#)

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

Step 4: You will be presented with our privacy agreement. Read and click “I Agree” to continue.

Step 5: Complete several screens regarding your profile. If you already have a profile, make sure it is up to date.

Step 6: After you have completed your registration, you will be directed to your dashboard. Choose **Unemployment Services** from the left menu.

NEworks
NEBRASKA DEPARTMENT OF LABOR

Welcome to my individual workspace [PDF Files](#).
This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

My Individual Workspace

- My Dashboard
- How We Can Help You
- Employment Strategy
- Directory of Services
- My Resources

Quick Menu

- Job Search
- Resumé Builder
- My Portfolio

Services for Individuals

- Career Services
- Job Seeker Services
- Education Services
- Labor Market Services
- Community Services and Benefits
- Financial Services
- Unemployment Services**
- Veteran Services
- Youth Services
- Senior Services
- Disability Services
- Staff Provided Services

Services Preview

Look at Additional Training and Education Opportunities

We can show you training courses in your area and online that may interest you, and what financial aid is available.

- Relevant training courses in your area
- Free online training courses
- Financial aid available for training in your area

Find a Job | Get Recruited & Be Proactive | **Get Trained** | Review the Job Market | Explore a New Career

Unemployment Assistance | Plan Your Finances | Review Benefits Available | Other Services

Job Seeker Services

- Job Search**
Find current job openings.
- Resumé Builder**
Create, store and update your
- Virtual Recruiter**
Create a system job search alert.

[More Job Seeker Services](#)

My Personal Profile

- My Background**
 - 0 Employment Histories
 - 0 Education Histories
 - 0 Certificates

[View Your Personal Profile](#)

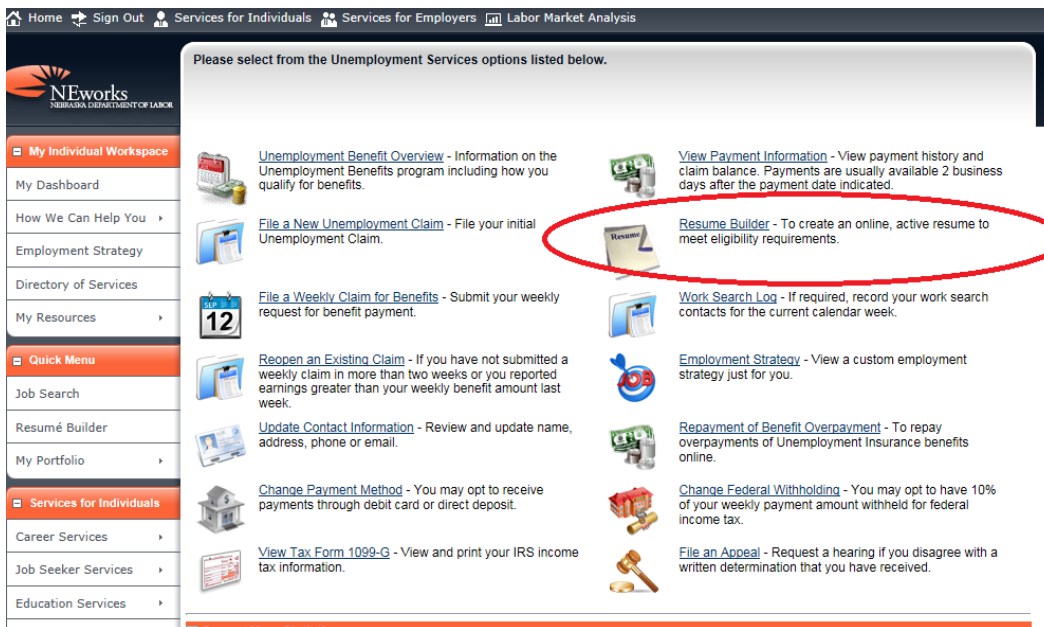
Unemployment Services

- Unemployment Benefit Overview**
Information about the Unemployment Benefit program.
- File or Manage a Claim**
Access and view information

Current Events

- WorkShop/Training 0
- Job Fair 0
- Meetings 0
- Rapid Response 0
- Orientation 0
- Employer Recruitment Event 0
- Other Events 0

[More Events](#)



Step 7: Choose Resume Builder. If you choose “File a New Unemployment Claim,” you will be redirected to create a resumé.

Step 8: Create a resumé. Start building your resume by clicking the “Create new Resumé” button. If you already have a resumé, make sure it is up to date.

Step 9: Post your resumé online.

NOTE: To be eligible for unemployment benefits, your resumé must be available to employers online in the “Resumé Accessibility” section. Even if you are going back to work for your employer or are a member of a union with a hiring hall, you must complete an online resumé.

* indicates required fields. For help click t

Resumé Type

Resumé Creation Method:

- ☒ Internal Resumé - Build your resumé using a step-by-step process (create your resumé from scratch).
- ☐ External Resumé – Attach an existing Word or .PDF resumé (save time by using your existing resumé).
- ☐ Copy-and-Paste Format - transfer resumé's text from an existing copy (quick - but not as useful to potential employers).

Resumé Name

* **Resumé Title:**

Resumé Accessibility

Accessibility:

☒ Select if you **want** your resumé available to employers online

☐ Select if you **do not want** your resumé available to employers online

Step 10: After you complete your resumé (this will be several screens), click the “Save Resumé and Return” button.

Step 11: Choose **Unemployment Services** from the following options:

What would you like to do next?



[Search for Jobs](#)

This option will let you search for jobs using the criteria you just entered into your online resume.



[Edit this Resumé](#)

This option will enable you to edit your newly created resumé.



[View all your Resumés](#)

By using this option, you can view your current resumés, update any existing resumés or create a new resumé.



[Add another Resumé](#)

This option will take you to the Resumé Wizard to create a new resumé.



[WIA Pre-Application](#)

Fill out an application to determine if you may be eligible for WIA program benefits.



[Return to My Dashboard](#)

This option will take you back to your personal dashboard page where you can access additional services.



[Unemployment Services](#)

This option will take you through the unemployment insurance claim process, including filing a claim, completing your weekly certification, and modifying your contact and payment information

Please select from the Unemployment Services options listed below.



[Unemployment Benefit Overview](#) - Information on the Unemployment Benefits program including how you qualify for benefits.



[File a New Unemployment Claim](#) - File your initial Unemployment Claim.



[File a Weekly Claim for Benefits](#) - Submit your weekly request for benefit payment.



[Reopen an Existing Claim](#) - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.



[Update Contact Information](#) - Review and update name, address, phone or email.



[Change Payment Method](#) - You may opt to receive payments through debit card or direct deposit.



[View Tax Form 1099-G](#) - View and print your IRS income tax information.



[View Payment Information](#) - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.



[Resume Builder](#) - To create an online, active resume to meet eligibility requirements.



[Work Search Log](#) - If required, record your work search contacts for the current calendar week.



[Employment Strategy](#) - View a custom employment strategy just for you.



[Repayment of Benefit Overpayment](#) - To repay overpayments of Unemployment Insurance benefits online.



[Change Federal Withholding](#) - You may opt to have 10% of your weekly payment amount withheld for federal income tax.



[File an Appeal](#) - Request a hearing if you disagree with a written determination that you have received.

Step 12: You will be presented with this menu. Choose **File a New Unemployment Claim**. Or, if you are reopening a claim, filing a weekly claim, or completing a work search log, choose the appropriate option.

Current User Statistics

Step 13: From this menu, choose **FILE A NEW UNEMPLOYMENT CLAIM**.

Unemployment Benefits

Choose an option below:

UNEMPLOYMENT SERVICES MENU

WEEKLY ACTIVITIES:

FILE A CLAIM:

CLAIM INFORMATION:

REPAYMENT OF BENEFIT OVERPAYMENT

APPEAL A DETERMINATION:

LOG OFF

- [Change Your Contact Information](#)
- [Create Your Resume](#)
- [Search for Jobs](#)

WEEKLY ACTIVITIES:

[WORK SEARCH LOG](#)

[FILE WEEKLY CLAIM FOR BENEFITS](#)

FILE A CLAIM:

[FILE A NEW UNEMPLOYMENT CLAIM](#)

[REOPEN AN EXISTING CLAIM](#)

CLAIM INFORMATION:

[VIEW PAYMENT INFORMATION](#)

REPAYMENT OF BENEFIT OVERPAYMENT

[CHANGE PAYMENT METHOD](#)

[CHANGE FEDERAL WITHHOLDING](#)

[VIEW TAX FORM 1099-G](#)

APPEAL A DETERMINATION:

[FILE AN APPEAL](#)

• [Change Your Contact Information](#)

• [Create Your Resume](#)

• [Search for Jobs](#)

If required, record your work search contacts for the current calendar week.

Submit your weekly request for benefit payment.

File your initial Unemployment Claim.

If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.

View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.

Coming Soon: To repay overpayments of Unemployment Insurance benefits online.

You may opt to receive payments through debit card or direct deposit.

You can opt to have 10% of your weekly payment amount withheld for federal income tax.

View and print your IRS income tax information.

Request a hearing if you disagree with a written determination that you have received.

Step 14: Continue through several more screens to complete the filing of your initial claim. You will know that your claim has been submitted when you receive a confirmation number.

Example below:

- Confirmation Number: **R2015060216061473532**

If you are using a public computer, be sure to sign out of your NEworks account to protect your personal information.

[Home](#) [Sign Out](#) [Services for Individuals](#) [Services for Employers](#) [Labor Market Analysis](#)

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HOW TO FILE A WEEKLY CLAIM ONLINE

Each time you file a weekly claim, you will be asked if you worked. Answer “yes” if you performed any work, even if it was temporary, part-time, or self-employment. If you worked for more than one employer in a week, add your earnings from all employers. For self-employment, report your weekly earnings after you deduct your direct business expenses for that week.

If you earned less than your weekly benefit amount for any claimed week, you may be eligible for partial benefits.
NESL: 48-625.

After you file your initial claim or reopen your existing claim, you must file a weekly claim for benefits each week you are requesting payment, even if your eligibility is being decided or you have an appeal pending.



The unemployment benefit week begins on Sunday and ends on Saturday. You have from Sunday through Friday to file a claim for the previous week.

To file a weekly claim go to neworks.nebraska.gov. Enter your login information (username and password) and click on **Sign In**.

The screenshot shows the login page for neworks.nebraska.gov. On the left is the 'NEworks' logo. To the right are two input fields: 'Username' and 'Password'. Below the 'Username' field is a link: 'Forgot Username/Password?'. Below the 'Password' field is a link: 'Not Registered?'. To the right of the password field is an orange 'SIGN IN' button. Below the 'SIGN IN' button is a link: 'Login As Guest'.

After signing in, you will arrive at “My Dashboard.” From the left links menu, click on **Unemployment Services**.

From the Unemployment Services dashboard, click on **File a Weekly Claim for Benefits**. If you need more information before filing your claim, click **Unemployment Benefit Overview**.

Please select from the Unemployment Services options listed below.

Unemployment Benefit Overview - Information on the Unemployment Benefits program including how you qualify for benefits.

File a New Unemployment Claim - File your initial Unemployment Claim.

File a Weekly Claim for Benefits - Submit your weekly request for benefit payment.

Reopen an Existing Claim - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.

Update Contact Information - Review and update name, address, phone or email.

Change Payment Method - You may opt to receive payments through debit card or direct deposit.

View Tax Form 1099-G - View and print your IRS income tax information.

View Payment Information - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.

Resume Builder - To create an online, active resume to meet eligibility requirements.

Work Search Log - If required, record your work search contacts for the current calendar week.

Employment Strategy - View a custom employment strategy just for you.

Repayment of Benefit Overpayment - To repay overpayments of Unemployment Insurance benefits online.

Change Federal Withholding - You may opt to have 10% of your weekly payment amount withheld for federal income tax.

File an Appeal - Request a hearing if you disagree with a written determination that you have received.

Current User Statistics

To file your claim for weekly benefits, click on **File Your Weekly Certification to Continue Your Claim**.

Below is a list of your weekly certifications. To claim a new week, click the button below.

For help click the question mark icon.

File Your Weekly Certification to Continue Your Claim

Weekly Certifications Review

Below are the weeks for which you have completed certifications to continue your unemployment benefits.

No weeks have been certified

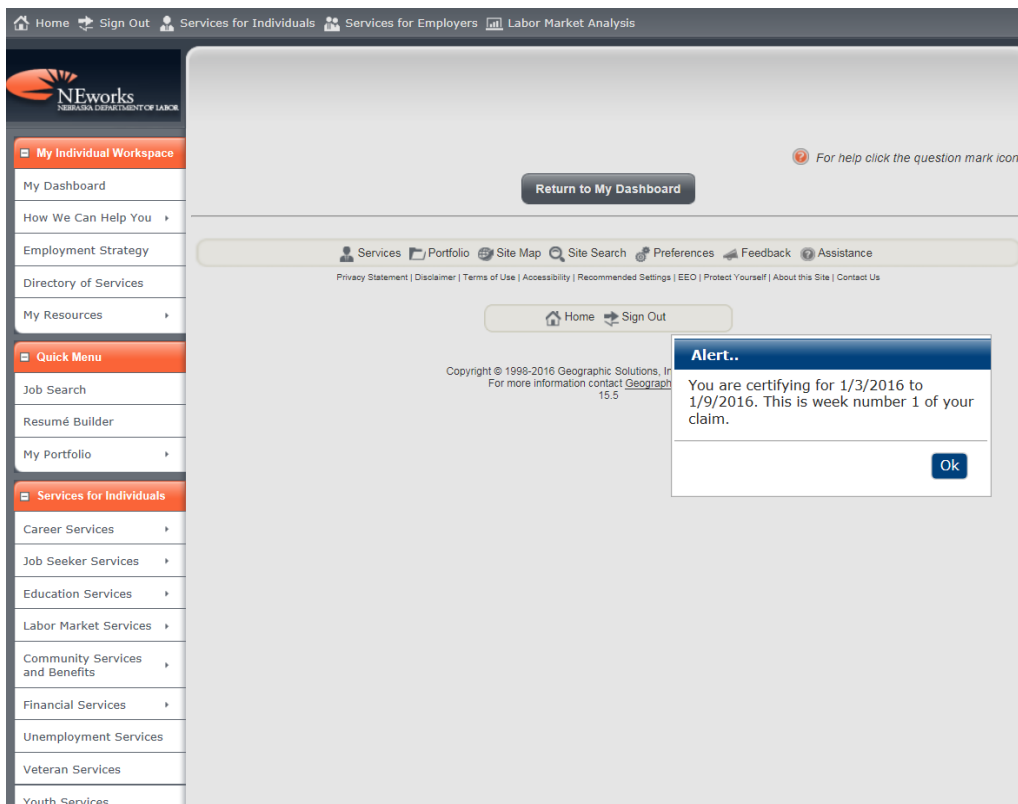
Return to Previous Page

Services | Portfolio | Site Map | Site Search | Preferences | Assistance

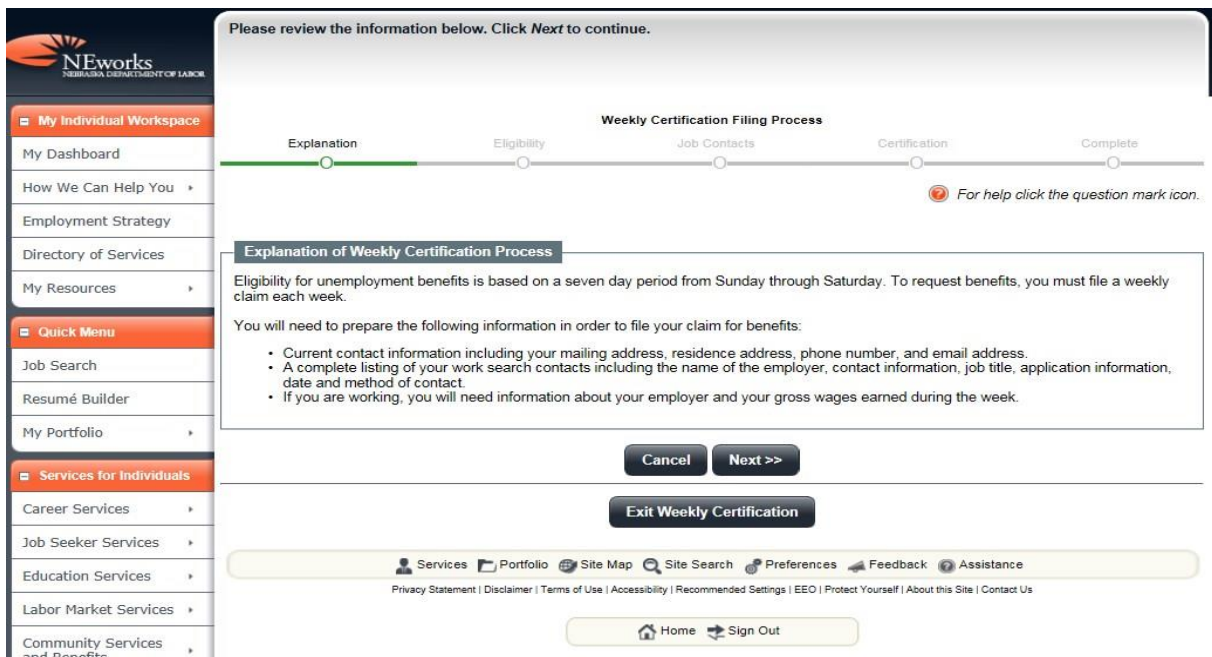
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If you selected **File Your Weekly Certification**, the “Important Information” box will display the dates of the week you are certifying and the weekly claim number. Click **OK**.



After reading the “Explanation of Weekly Certification Process,” click **Next >>**.

It is important that you review the information listed on the “Know the Rules...” page, as it contains information about reporting your earnings and how to avoid committing fraud. Once you have read this explanation, click on the check box to verify that you have read and understand the information, then click **Next >>**.

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Neworks

NEBRASKA DEPARTMENT OF LABOR

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Education Services

Labor Market Services

Community Services and Benefits

Financial Services

Unemployment Services

Veteran Services

Youth Services

Senior Services

Disability Services

Staff Provided Services

Please review the information below. Click *Next* to continue.

Weekly Certification Filing Process

Explanation

Eligibility

Job Contacts

Certification

Complete

For help click the question mark icon.

Know the Rules – Avoid Overpayments and Don't Commit Fraud

WHAT IS UNEMPLOYMENT INSURANCE FRAUD?

- Making false statements that may alter or increase benefits
- Withholding information that may alter or increase benefits
- Failing to report work in order to obtain or increase benefits
- Failing to report earnings in order to obtain or increase benefits

WHAT ARE THE CONSEQUENCES OF UNEMPLOYMENT INSURANCE FRAUD?

- Repaying benefits received
- 15% penalty based on the amount of the overpayment
- Losing eligibility to receive benefits now and in the future
- Forfeiting state and federal income tax refunds
- Criminal charges, jail time, and felony or misdemeanor prosecution

HOW CAN I AVOID COMMITTING FRAUD?

Report **ALL** earnings and work:

Federal and state law require that you report **ALL** gross earnings before taxes are deducted, including tips, commission, and wages earned from self-employment, while claiming unemployment insurance benefits.

For each calendar week (Sunday through Saturday), you must report **ALL** earnings from any work performed, even if you have not yet been paid.

How do I report earnings correctly?

Keep track of the total hours you work each calendar week, Sunday through Saturday.

Your hourly rate of pay times the total hours worked equals your gross pay, which is the amount you must report. You must report ALL earnings for the week that you perform the work not the week you are paid.

WHAT IF I SUSPECT SOMEONE IS COMMITTING FRAUD?

Report fraud anonymously by calling the Nebraska Department of Labor at 402-471-2865 or completing the online form at dol.nebraska.gov.

☒ I have read and understand the information regarding potential fraud penalties

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Next >>

Exit Weekly Certification

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On this page you will have the opportunity to review your contact information. Please make sure it is up to date. If it is not, select the “Update Contact Information” link. After verifying your contact information, click **Next >>**.

**NEworks**
NEBRASKA DEPARTMENT OF LABOR

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Education Services >

Labor Market Services >

Community Services and Benefits >

Financial Services >

Unemployment Services

Please review the information below. Click *Next* to continue.

Weekly Certification Filing Process


Explanation

Eligibility

Job Contacts

Certification

Complete

 For help click the question mark icon.

Contact Information

You MUST keep your contact information current. If you move, you must update your address with the NDOL immediately. Changing your address with the U.S. Postal Service does **NOT** change your address with us.

Please click *Update Contact Information* to change the contact information below.

Click *Next* to continue without changing your information.

Name:

YPP Hines

Address:

03 November
Lincoln, NE 68516

Phone:

402-458-2500

Email:








any@ne.gov

[\[Update Contact Information \]](#)


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Next >>

Exit Weekly Certification

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 Home

 Sign Out

Next you may be required to watch a short video, or read the script if you are unable to watch the video. Once you have completed this step, check the box to acknowledge that you have reviewed the information provided, then click **Next >>**.

Note: If you have a return-to-work date with your employer, click Next>> and skip to page 22 of this instruction guide.

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Please review the information below. Click **Next** to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Certification Complete

For help click the question mark icon.

Know the Rules - Video

You are **REQUIRED** to watch this short video or read the script below.

Reporting Work Search Contacts

[English Video](#)
[Video en Espanol](#)
[English Script](#)
[Guion en Espanol](#)

☒ By checking this box, I acknowledge I viewed the information provided.

<< Back Next >>

Exit Weekly Certification

Services Portfolio Site Map Site Search Preferences Feedback Assistance

Privacy Statement | Disclaimer | Terms of Use | Accessibility | Recommended Settings | EEO | Protect Yourself | About this Site | Contact Us

Home Sign Out

On this page, answer the work search question, then click **Next >>**.

Please complete the information below. When you have finished, click **Next** to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Certification Complete

For help click the question mark icon.

Eligibility Review Questions

During the week beginning Sunday, February 28, 2016 and ending Saturday, March 5, 2016:

Did you make at least five contacts with employers in an attempt to obtain employment? ☒ Yes ☐ No

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Exit Weekly Certification

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You will then be taken to the work search page. If you logged any contacts during the benefit week, those will appear. If not, you will have the opportunity to enter them by answering “Yes” to the “Additional Job Contacts” question. After you click **Next >>** you can enter the contacts. Work search contacts that display a red circle with an X in the middle do not meet requirements. You may click on the **Update Status** link to provide the missing information. To show additional progress toward hiring (for instance a second interview) with an employer you contacted in a prior week, you will need to add the employer again to your Work Search Log.

Please note:

Initial claims effective October 18, 2015 or after require five work search contacts per week, including one contact using NEworks. If you reside in Nebraska or an out-of-state county bordering Nebraska, you must make at least one contact per week using NEworks. **Work search requirements will change during the duration of your claim. Please see chart below.**

Weeks Claimed	Number of required work search contacts	Required applications submitted	Required minimum number of days to contact employers	Required number of contacts using NEworks
1-5	5	1	1	1
6-13	5	2	3	1
14 or more	5	2	4	1

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NEworks
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- Senior Services
- Disability Services
- Staff Provided Services

Other Services

Please enter the status of jobs you have applied for and employers you have contacted. When complete, click **Next** to continue.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Certification Complete

For help click the question mark icon.

Work Search Verification

Listed below are 2 jobs you contacted or applied to in NEworks during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. In addition you viewed or expressed interest in 2 jobs. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the **Update Status** link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	Human Resources Administrative Assistant	Ameritas Life Insurance Corp.	Lincoln, NE 68502	CORP	Viewed on 11/6/2015	✗	Update Status
2	Human Resources Administrator	Not Available	Lincoln, NE 68503	SJB	Viewed on 11/6/2015	✗	Update Status
3	HR Clerk	Universal Assurors Agency Inc	Omaha, NE 68134	Other	Applied on 11/3/2015	✓	Update Status
4	Sales Account Manager	Beach Rentals Llc	Beatrice, NE 68310	Other	Applied on 11/2/2015	✓	Update Status

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NEWS [Newspaper], NLX [NLX], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Additional Job Contacts

Did you apply for jobs or contact other employers during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015? ☒ Yes ☐ No

Note: You have only certified 2 employer contacts. Failure to select at least 5 job contacts could result in denial of benefits.

<< Back Next >>

Exit Weekly Certification

✗

Do not meet requirements!

Click on **Update Status**

After answering “Yes” to the “Additional Job Contacts,” the following page will appear. Enter all work search contact information. You will need to repeat this process for each contact required for the week you are certifying.

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Please enter information on the employers you contacted during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. Click Save when complete.

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Certification Complete

For help click the question mark icon.

Employer Information

• Employer:
Address:
Zip:
• City:
• State:

This employer has been linked to an infogroup employer record. To view additional information on this employer, click the link below.
[View infogroup Information](#)

Contact Information

Contact Title:
Contact First Name:
Contact Last Name:
Contact Phone: - -
Contact E-mail:
Contact Website: If online, include site name

Job Title

Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

• Job Title:

Below is a list of suggested occupations based on the job title entered. If you see an occupation that matches your job title, select it and this will set the occupation for this offline job application.

• Occupation Title:
• Occupation Code:
[\[Search for an occupation \]](#)

Application Information

• Your interest level for this job:
• Did you contact this employer? ☐ Yes ☐ No

Notes

Please enter any notes about this job that you would like to provide.

Save Cancel

Exit Weekly Certification

See p. 17 for more information

***Note:** If the job contact was made in NEworks, the **Initial Contact Method** should be set as **Using this web site**.

Application Information

* Your interest level for this job: Interested

* Did you contact this employer? ☒ Yes ☐ No

* First Contacted Employer Representative: 1/5/2016 Today

* Initial Contact Method: None Selected

Your current status for this job:

By Email

Today

Other website (including social media)

Today

By Phone

Today

In Person

Today

By Fax

Today

Other

Today

Using this web site

Today

(Notify Date)

mm/dd/yyyy

Today

☐ Job Termination (Last Day)

mm/dd/yyyy

Today

Review the **Application Information** section for each job listed **prior** to submitting your weekly claim for benefits and verify that you have met all work search requirements.

Be sure that you have entered all of your contacts and all of the required information. You won't be able to add or modify the work search contacts information after proceeding to the next page. After all work search contacts have been added, click **Next >>**.

NEworks

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Veteran Services

Youth Services

Senior Services

Disability Services

Staff Provided Services

Other Services

Please enter the status of jobs you have applied for and employers you have contacted. When complete, click **Next** to continue.

Weekly Certification Filing Process

Explanation

Eligibility

Job Contacts

Certification

Complete

For help click the question mark icon.

Work Search Verification

Listed below are 5 jobs you contacted or applied to in NEworks during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the **Update Status** link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	Human Resources Administrative Assistant	Ameritas Life Insurance Corp.	Lincoln, NE 68502	CORP	Applied on 11/4/2015	<input checked="" type="checkbox"/>	Update Status
2	Human Resources Administrator	Not Available	Lincoln, NE 68503	SJB	Applied on 11/6/2015	<input checked="" type="checkbox"/>	Update Status
3	HR Clerk	Universal Assurors Agency Inc	Omaha, NE 68134	Other	Applied on 11/3/2015	<input checked="" type="checkbox"/>	Update Status
4	Sales Account Manager	Beach Rentals Llc	Beatrice, NE 68310	Other	Applied on 11/2/2015	<input checked="" type="checkbox"/>	Update Status
5	HR Clerk	Wald & Co Fireworks	Lincoln, NE 68510	Other	Applied on 11/3/2015	<input checked="" type="checkbox"/>	Update Status

Source

★ [Preferred Employer]

PJB [Private Job Board]

CORP [Corporate]

EDU [Education Institution]

GOVT [Government]

HOSP [Hospitals]

NEWS [Newspaper]

NLX [NLX]

RECT [Recruiter]

SM [Social Media]

SJB [State Job Board]

VOL [Volunteer]

Additional Job Contacts

* Did you apply for jobs or contact other employers during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015?

☐ Yes ☒ No

Note: Failure to select at least 5 job contacts could result in denial of benefits.

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Next >>

Exit Weekly Certification

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After you click **Next >>** you will see two confirmation pop-up boxes.



My Individual Workspace

My Dashboard
How We Can Help You >
Employment Strategy
Directory of Services
My Resources >

Quick Menu

Job Search
Resumé Builder
My Portfolio >

Services for Individuals

Career Services >
Job Seeker Services >
Education Services >
Labor Market Services >
Community Services and Benefits >
Financial Services >
Unemployment Services
Veteran Services
Youth Services
Senior Services
Disability Services
Staff Provided Services

Other Services

Please enter the status of jobs you have applied for and employers you have contacted. When complete, click **Next** to continue.

Weekly Certification Filing Process

Explanation
Eligibility
Job Contacts
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Complete

For help click the question mark icon.

Work Search Verification

Listed below are 5 jobs you contacted or applied to in NEworks during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the *Update Status* link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	Human Resources Admin Assistant				Applied on 4/2015	<input checked="" type="checkbox"/>	Update Status
2	Human Resources Admin				Applied on 5/2015	<input checked="" type="checkbox"/>	Update Status
3	HR Clerk				Applied on 3/2015	<input checked="" type="checkbox"/>	Update Status
4	Sales Account Manager				Applied on 2/2015	<input checked="" type="checkbox"/>	Update Status
5	HR Clerk	Wald & CO Networks	Lincoln, NE 68510	Other	Applied on 11/3/2015	<input checked="" type="checkbox"/>	Update Status

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NEWS [Newspaper], NLX [NLX], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Additional Job Contacts

Did you apply for jobs or contact other employers during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015?
☐ Yes ☒ No

Note: Failure to select at least 5 job contacts could result in denial of benefits.


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Exit Weekly Certification

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My Individual Workspace

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Veteran Services
Youth Services
Senior Services
Disability Services
Staff Provided Services

Other Services

Please enter the status of jobs you have applied for and employers you have contacted. When complete, click **Next** to continue.

Weekly Certification Filing Process

Explanation
Eligibility
Job Contacts
Certification
Complete

For help click the question mark icon.

Work Search Verification

Listed below are 5 jobs you contacted or applied to in NEworks during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015. You must make at least 5 job contacts per week or your unemployment benefit payment may be denied.

Potential Job Contacts

Any week in which you claim benefits may be audited. You are required to provide information regarding your eligibility for benefits. Failure to provide work search information may result in your claim being disqualified for the week listed.

Confirm all those employers you contacted and jobs you applied to by entering the current status of each contact you made by clicking the **Update Status** link in the Action column.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	Human Resources Administrative Assistant	Ameritas Life Insurance Corp.	Lincoln, NE 68502	CORP	Applied on 11/4/2015		Update Status
2	Human Resources Adm				Applied on 11/6/2015		Update Status
3	HR Clerk				Applied on 11/3/2015		Update Status
4	Sales Account Manage				Applied on 11/2/2015		Update Status
5	HR Clerk				Applied on 11/3/2015		Update Status

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NEWS [Newspaper], NLX [NLX], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Additional Job Contacts

Did you apply for jobs or contact other employers during the week beginning Sunday, November 1, 2015 and ending Saturday, November 7, 2015?
☐ Yes ☒ No

Note: Failure to select at least 5 job contacts could result in denial of benefits.

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Next >>

Exit Weekly Certification

Your weekly work searches may be audited. If your recorded work search contacts are not verifiable, you may be disqualified from benefits and required to repay benefits previously received for the audited week. Under the provisions of the Nebraska Employment Security Law, misrepresentation of your work search or any other information may result in loss of eligibility for unemployment insurance benefits.

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Next you will be taken to the weekly claim information page. After you read the instructions, click **CONTINUE**.

Monday, November 09, 2015

Weekly Claim

For your information:

If you are working during a week you wish to claim, you must report your gross earnings for the week. Gross earnings include wages, tips, salary, and other earnings before deductions and taxes.

You must report wages when they are earned. Do not wait until you are paid. For example, if you are paid an hourly wage of \$15 and worked 10 hours during the week, you must report \$150 in gross earnings on your weekly claim, regardless of when you receive your paycheck.

CONTINUE

CLOSE

You will be presented with the “Weekly Certification-Wage Information” page. After you answer the questions, click **CONTINUE**.

Monday, November 09, 2015

Weekly Certification - Wage Information

You are claiming for the week: 11/01/2015 thru 11/07/2015
Week number of your claim: 7

*Indicates required fields

1. *During the week listed above, did you work? : ☐ Yes ☐ No

If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount. :

2. *County where filing today? :

CONTINUE

CANCEL

Next, answer the “Eligibility Information” questions, then click **CONTINUE**.

Weekly Certification - Eligibility Information

You are claiming for the week: 02/28/2016 through 03/05/2016
Week number of your claim: 7

*Indicates required fields

1. *Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons. : ☐ Yes ☐ No

2. *Were you an inmate in a penal or custodial institution for four or more days of the week? : ☐ Yes ☐ No

3. *Were you physically able to work four or more days during the week? : ☐ Yes ☐ No

4. *Did you refuse an offer to work or a referral to a job? : ☐ Yes ☐ No

5. *Did you begin school or did your class schedule change? : ☐ Yes ☐ No

6. *Did you begin receiving Pension benefit, or did the amount of your benefit change? : ☐ Yes ☐ No

7. *Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? : ☐ Yes ☐ No

8. *Did you make at least 2 applications for suitable employment during the week? : ☐ Yes ☐ No

9. *Did you contact employers on at least 3 different days during the week? : ☐ Yes ☐ No

10. *Did you use NEworks to conduct a job search this week? : ☐ Yes ☐ No

CONTINUE

BACK

CANCEL

You will then see the “Closing Statement” page. Make sure all of your answers are correct. To edit a response, use the **BACK** button at the bottom of the page. **After you click Submit, you will not be able to change your answers.** You will need to check both boxes at the bottom before being allowed to submit your weekly claim.

Note: If you do NOT have a return-to-work date with your employer, click Submit and skip to page 24 of this instruction guide.

Weekly Certification - Closing Statement

You are claiming for the week: 02/28/2016 through 03/05/2016
Week number of your claim: 7

Your entries for your Weekly Claim are as follows:

Note: To edit a response, use the BACK button at the bottom of the page.

- | | |
|---|------------------|
| 1. During the week listed above, did you work? | : No |
| 2. County where filing today? | : Lancaster (NE) |
| 3. Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons. | : Yes |
| 4. Were you an inmate in a penal or custodial institution for four or more days of the week? | : No |
| 5. Were you physically able to work four or more days during the week? | : Yes |
| 6. Did you refuse an offer to work or a referral to a job? | : No |
| 7. Did you begin school or did your class schedule change? | : No |
| 8. Did you begin receiving pension benefits, or did the amount of your benefits change? | : No |
| 9. Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? | : No |
| 10. Did you make at least 2 applications for suitable employment during the week? | : Yes |
| 11. Did you contact employers on at least 3 different days during the week? | : Yes |
| 12. Did you use NEworks to conduct a job search this week? | : Yes |
| 13. Did you make at least five contacts with employers in an attempt to obtain employment? | : Yes |
| 14. Number of work search contacts certified | : 5 |

* ☒ "I understand that I have filed week 7 on this claim. Work search requirements change based on the number of weeks claimed. I understand it is my responsibility to review these requirements as provided on the Weekly Certification Confirmation Page."

* ☒ "I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge. I understand that the law provides for penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits."

SUBMIT

BACK

CANCEL

Continued from page 14 for individuals with a return-to-work date from their employer.

You will be taken to the Weekly Claim for your information:

Tuesday, March 01, 2016

Weekly Claim

For your information:

If you are working during a week you wish to claim, you must report your gross earnings for the week. Gross earnings include wages, tips, salary, and other earnings before deductions and taxes.

You must report wages when they are earned. Do not wait until you are paid. For example, if you are paid an hourly wage of \$15 and worked 10 hours during the week, you must report \$150 in gross earnings on your weekly claim, regardless of when you receive your paycheck.

CONTINUE

CLOSE

After you read the instructions, click **CONTINUE**

You will be presented with the “Weekly Certification-Wage Information” page. After you answer the questions, click **CONTINUE**.

Tuesday, March 01, 2016

Weekly Certification - Wage Information

You are claiming for the week: 02/21/2016 through 02/27/2016

Week number of your claim: 3

*Indicates required fields

1. *During the week listed above, did you work? : ☐ Yes ☐ No

If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount. :

2. *County where filing today?

:

CONTINUE

CANCEL

Next, answer the “Eligibility Information” questions, then click **CONTINUE**.

Tuesday, March 01, 2016

Weekly Certification - Eligibility Information

You are claiming for the week: 02/21/2016 thru 02/27/2016

Week number of your claim: 3

*Indicates required fields

1. *Did you refuse an offer of work with your regular employer or in your usual occupation? : ☐ Yes ☐ No

2. *Were you physically able to work four or more days during the week? : ☐ Yes ☐ No

3. *Did you begin school or did your class schedule change? : ☐ Yes ☐ No

4. *Did you begin receiving Pension benefit, or did the amount of your benefit change? : ☐ Yes ☐ No

5. *Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? : ☐ Yes ☐ No

CONTINUE

BACK

CANCEL

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You will then see the “Closing Statement” page. Make sure all of your answers are correct. To edit a response, use the **BACK** button at the bottom of the page. **After you click Submit, you will not be able to change your answers.** You will need to check the box at the bottom of the page before being allowed to submit your weekly claim.

Tuesday, March 01, 2016

Weekly Certification - Closing Statement

You are claiming for the week: 02/21/2016 thru 02/27/2016

Week number of your claim: 3

Your entries for your Weekly Claim are as follows:

Note: To edit a response, use the BACK button at the bottom of the page.

1. During the week listed above, did you work?
2. County where filing today?
3. Did you refuse an offer of work with your regular employer or in your usual occupation?
4. Were you physically able to work four or more days during the week?
5. Did you begin school or did your class schedule change?
6. Did you begin receiving pension benefits, or did the amount of your benefits change?
7. Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus?

* ☐ "I understand that I have filed for my weekly benefit claim. All information I have provided is true and accurate to the best of my knowledge. I understand that the law provides for penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week I claim benefits may be audited and I will be required to provide information regarding my eligibility for benefits."

SUBMIT

BACK

CANCEL

After you click **Submit**, you will be presented with a confirmation number. **This will confirm that you have completed the weekly claim process.** Please keep the confirmation number for your records.

The screenshot shows the NEworks website interface. On the left is a navigation menu with sections: 'My Individual Workspace' (containing My Dashboard, How We Can Help You, Employment Strategy, Directory of Services, My Resources), 'Quick Menu' (containing Job Search, Resumé Builder, My Portfolio), and 'Services for Individuals' (containing Career Services, Job Seeker Services, Education Services, Labor Market Services, Community Services and Benefits, Financial Services, Unemployment Services, Veteran Services). The main content area has a header 'Use this folder to view your Employment Strategy.' Below this, it displays 'Your Weekly Claim Confirmation Number Is: W201511091250097147' with a blue arrow pointing to it. There is a link '[My Portfolio]' and two expandable sections: 'My Individual Profiles' and 'My Individual Plans'. Below these are tabs for 'Resumés', 'Job Applications', 'Online Application', 'Virtual Recruiter', 'Employment Strategy', and 'Employment Goals'. The 'Employment Strategy' section is active, showing 'Your Employment Strategy' with a message: 'We have identified a strategy to assist you in quickly finding a new job nearby that matches your background. Please review this plan below;'. It includes two sub-sections: 'Your Job Search Strategy' (stating 1 job is available for Human Resources Assistants, except Payroll and Timekeeping in a 25-mile radius of zip code 68516, with a 'View these jobs' link) and 'Your Strategy to Get Recruited' (explaining the Resumé Builder feature and stating the user has 0 active online resumé(s) that expire in 90 days, with an 'Access the Resumé Builder' link).

If you are using a public computer, be sure to sign out of your NEworks account to protect your personal information.

The screenshot shows the footer of the NEworks website. It contains a horizontal navigation bar with links: 'Home', 'Sign Out', 'Services for Individuals', 'Services for Employers', and 'Labor Market Analysis'. A blue arrow points to the 'Sign Out' link.

REVIEWING YOUR WORK SEARCH CONTACTS

You can view the work search contacts you submit each week.

From the Unemployment Services Dashboard, click on **File a Weekly Claim for Benefits**.

Please select from the Unemployment Services options listed below.

- [Unemployment Benefit Overview](#) - Information on the Unemployment Benefits program including how you qualify for benefits.
- [File a New Unemployment Claim](#) - File your initial Unemployment Claim.
- [File a Weekly Claim for Benefits](#) - Submit your weekly request for benefit payment.
- [Reopen an Existing Claim](#) - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.
- [Update Contact Information](#) - Review and update name, address, phone or email.
- [Change Payment Method](#) - You may opt to receive payments through debit card or direct deposit.
- [View Tax Form 1099-G](#) - View and print your IRS income tax information.
- [View Payment Information](#) - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.
- [Resume Builder](#) - To create an online, active resume to meet eligibility requirements.
- [Work Search Log](#) - If required, record your work search contacts for the current calendar week.
- [Employment Strategy](#) - View a custom employment strategy just for you.
- [Repayment of Benefit Overpayment](#) - To repay overpayments of Unemployment Insurance benefits online.
- [Change Federal Withholding](#) - You may opt to have 10% of your weekly payment amount withheld for federal income tax.
- [File an Appeal](#) - Request a hearing if you disagree with a written determination that you have received.

Listed under **Weekly Certification Review**, click on the dates listed under **Week Ending** to view a detailed list of work search activity for the benefit week claimed.

Below is a list of your weekly certifications. To claim a new week, click the button below.

[File Your Weekly Certification to Continue Your Claim](#)

Weekly Certifications Review

Below are the weeks for which you have completed certifications to continue your unemployment benefits.

#	Week Ending	Certification Filing Date	Confirmation Number
2	01/09/2016	1/11/2016	W2016011115433626584
1	01/02/2016	1/4/2016	W2016010415022385063

Page 1 of 1 Rows: 10

[Return to Previous Page](#)

Listed are your job contacts and applications by benefit week claimed. View the contact details by clicking on each job listed under **Job Title**.

claimant name

Service Tracking: OFF

Release Individual

Assist

Documents Available

My Staff Workspace

My Staff Dashboard

My Staff Resources

My Staff Account

Direct

Services for Workforce Staff

Manage Individuals

Manage Employers

Manage Resumes

Manage Job Orders

Manage Labor Exchange

Manage Activities

Manage Providers

Record Source: Unknown

Summary of Eligibility Review Answers

During the week beginning Sunday, January 3, 2016 and ending Saturday, January 9, 2016:

Did you make at least five contacts with employers in an attempt to obtain employment, including one application; Yes and if you are attached to the Nebraska job market* was at least one of your contacts made using NEworks?

*Individuals are considered attached to the Nebraska job market if they reside in NE or an out of state county bordering NE.

Summary of Employer Job Contacts

Listed below are the jobs that you contacted or applied to on NEworks during the week beginning Sunday, January 3, 2016 and ending Saturday, January 9, 2016.

#	Job Title	Employer	Location	Source
1	Labor Custodian	A & A Pawn Shop	Beatrice, NE 68310	Other
2	Cashier	Nick J Computers	Beatrice, NE 68310	Other
3	Cashier	Brown Shoe Fit	Beatrice, NE 68310	Other
4	Teller	Members Own Credit Union	Beatrice, NE 68310	Other
5	Teller	Norris Public Power District	Beatrice, NE 68310	Other

Source: ★ [Preferred Employer], PJB [Private Job Board], CORP [Corporate], EDU [Education Institution], GOVT [Government], HOSP [Hospitals], NEWS [Newspaper], NLX [National Labor Exchange], RECT [Recruiter], SM [Social Media], SJB [State Job Board], VOL [Volunteer]

Summary of Job Referrals

Listed below are the job referrals you were sent by the Nebraska Department of Labor's Re-employment Service Staff.

0 Records Found

For more information, visit dol.nebraska.gov/UIBenefits.

Equal Opportunity Program/Employer

TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities

TTY: 402-471-0016

Revised 9/30/16